

**CLASS TITLE: ASSISTANT DIRECTOR FOR  
EMPLOYMENT AND TRAINING  
SERVICES (DLT)**

**Class Code: 02588800**

**Pay Grade: 39A**

**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To plan, organize and direct the work of the staff engaged in developing, monitoring and evaluating employment and training programs of the Department of Labor and Training; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction considerable latitude to exercise initiative and independent judgement; work is subject to review through conferences and submitted reports for results obtained and conformance to established policies, laws, rules and regulations.

**SUPERVISION EXERCISED:** Plans, organizes, coordinates and reviews the activities of professional, technical and clerical support staff; evaluates work to ensure adequacy, completeness and achievement of standards and objectives.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for the coordination of all departmental employment and training programs and activities within the division.

To be responsible for developing and refining methods for integrating new programs into existing job services.

To evaluate programs and procedures to determine their effectiveness and efficiency in attaining established objectives, and develop refinements to operations where indicated.

To coordinate planning activities with the Administrator for the Balance of State private Industry Council to assure a comprehensive delivery of services with the service delivery area.

To develop and recommend strategies and alternatives for the provision of departmental services pursuant to goals and objectives.

To coordinate program planning functions and initiatives with other state agencies and organizations.

To represent the department at meetings held for the purpose of formulating policy, procedures and plans.

To be responsible for coordinating employment and training program operations to avoid duplication and to develop linkages with community based organizations.

To perform other related duties as assigned.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of federal and state employment and training programs; a thorough knowledge of programs and federal legislation administered by the U.S. Department of Labor's Employment and Training Administration; a thorough knowledge of the Wagner-Peyser Act, Job Training Partnership Act and other acts relating to training and employment programs; the ability to coordinate divisional programs with other programs administered by other government agencies; the ability to plan and develop strategies and procedures to implement new programs within the division; the ability to work with other public/private organizations to develop a comprehensive employment and training system; the ability to plan, develop, coordinate, and evaluate the work of staff engaged in providing training and employment services; the ability to establish and maintain an effective working relationship other service providers, the general public, client support groups, and employers; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from a college of recognized standing, with specialization in business or public administration, or a closely related field; and

Experience: Such as may have been gained through: experience in a position responsible for the management and supervision of employment services; and coordinating training programs in a public or private agency providing employment and training services to a wide variety of clients.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: August 25, 1991

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